

## Staff Handbook

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# 4.7 Ways to Promote Your Opening Beyond the Job Posting

Saint Mary's College of California

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## 4.7 Ways to Promote Your Opening Beyond the Job Posting

- Know your market – Where do people with these skills find information?
- Talk to everyone you know (even family members) – you never know who *they* know!
- Let others outside of your office know what you are looking for! We all get busy and we may not check what is currently open.
  - Professional Associations
  - Clubs

## Section 4 – Recruitment and Employment

- Civic organizations